



UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF CALIFORNIA
PROBATION OFFICE

SUPERVISING U.S. PROBATION CLERK

Announcement #	07-08						
Date Opened	April 30, 2007						
Closing Date	Open until filled.						
Location	San Diego Main Office, 101 W. Broadway, Suite 700, San Diego, CA 92101						
Duties and Responsibilities	<p>The Supervising U.S. Probation Clerk is located in the Clerical Division of the Probation Office. Representative duties include but are not limited to: Plan work to be accomplished by subordinates, including priorities and time schedules. Assign work to subordinates, considering the difficulty of the work and the employee’s capability. Give advice or assist with work in progress. Approve, revise or reject completed work. Identify training needs, conduct training and establish performance standards. Hear and resolve complaints, assist with personnel problems when possible, and effect disciplinary actions when required. Develop or accept recommendations from subordinates to increase productivity or quality. Keep subordinates informed of the policies and procedures of the organization as a whole. Analyze and evaluate the procedures and work of the unit. Assist in the production of written procedures and reference manuals. Assume additional duties and responsibilities as required.</p> <p>Court Personnel System - Classification Level 25 and Level 26</p>						
Starting Salary	<table><tr><td>CL 25, Steps 1 - 13</td><td>\$37,363 - \$42,042</td><td>Annually with full government benefits.</td></tr><tr><td>CL 26, Steps 1 - 13</td><td>\$41,141 - \$46,296</td><td>Annually with full government benefits.</td></tr></table>	CL 25, Steps 1 - 13	\$37,363 - \$42,042	Annually with full government benefits.	CL 26, Steps 1 - 13	\$41,141 - \$46,296	Annually with full government benefits.
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Potential Salary	CL 26, Steps 14 - 61 \$46,726 - \$66,917 Annually with full government benefits.						
Minimum Qualifications	<p>To qualify for the position of Supervising U.S. Probation Clerk, a candidate must be a U.S. Citizen, high school graduate or equivalent (college degree preferred), and must have two years of specialized experience, including at least one year equivalent to work at a CL-24. To qualify for the CL-26, a candidate must have at least three years of specialized experience, one of which must have been at CL-25. Two years supervisory experience preferred. Successful candidates will be required to take an applicable exam and must undergo a background investigation as a condition of employment.</p>						
Specialized Experience	<p>Progressively responsible clerical experience requiring the regular and recurring application of clerical procedures involving the routine use of keyboard skills and use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives or laws. In addition, the specialized work experience must have included progressively responsible administrative, technical, professional, supervisory or managerial experience, which provided an opportunity to gain (a) skill in dealing with others in person-to-person work relationships, (b) the ability to exercise mature judgment and (c) a knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the court unit involved.</p>						

**Additional
Requirements**

A successful candidate will also possess the following: Ability to communicate effectively both orally and in writing with a wide variety of individuals. Ability to exercise sound judgment. Ability to organize and work under deadlines. Skill in analyzing situations and determining appropriate solutions to problems. Ability to be flexible and adapt to unanticipated needs and problems. Ability to develop and coach others. Ability to take initiative and work independently with minimal supervision. Ability to work as part of a team. Ability to maintain confidentiality and interact tactfully with a wide variety of persons. Ability to value continuous professional development.

How to Apply

Mail cover letter and resume to:

United States Probation
ATTN: Human Resources
101 W. Broadway Street, Ste. 700
San Diego, CA 92101

or email to: HR_CASP@casp.uscourts.gov

UNITED STATES PROBATION IS AN EQUAL OPPORTUNITY EMPLOYER